



April 6, 2007

TO: NASA Workforce

FROM: Administrator

SUBJECT: Changes to the Performance Management System for Non-Senior
Executive Service (SES), Senior Scientific and Technical (ST), and
Senior-Level (SL) Employees

On May 1, 2007, the performance management system for non-SES/ST/SL employees, the Employee Performance Communications System (EPCS), will transition to a five-level performance management system. As the NASA workforce prepares for this transition and the revised training becomes available in late April or early May 2007, I want to emphasize the importance of this effort to the success of the Agency.

This yearly process is critical to successfully managing the performance of our workforce and achieving the Agency's goals and objectives. It is essential that the performance requirements and expected results and outcomes documented on any individual performance plan directly link to and support the Agency's mission.

I expect supervisors to utilize this process to continually communicate and discuss performance requirements and to provide feedback on performance. I am holding each supervisor and manager accountable for the effective use of the performance management process, for making meaningful distinctions in performance, and for allocating performance awards based on results in a fair and transparent manner.

NASA's most critical asset in accomplishing its mission is its workforce.

Thank you for giving this important matter your attention.

A handwritten signature in black ink, appearing to read "M. D. Griffin".

Michael D. Griffin